

# **Washington State Auditor's Office**

## **Audit Report**

### **Audit Services**

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Report No. 57844

**GLENWOOD SCHOOL DISTRICT No. 401**

Klickitat County, Washington

September 1, 1993 Through August 31, 1995

Issue Date: November 22, 1996

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**GLENWOOD SCHOOL DISTRICT NO. 401**  
**Klickitat County, Washington**  
**September 1, 1993 Through August 31, 1995**

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**Independent Auditor's Report On Compliance With Laws And Regulations  
At The Financial Statement Level (Plus Additional State Compliance  
Requirements Per RCW 43.09.260)**

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Board of Directors  
Glenwood School District No. 401  
Glenwood, Washington

We have audited the financial statements, as listed in the table of contents, of Glenwood School District No. 401, Klickitat County, Washington, as of and for the fiscal years ended August 31, 1995 and 1994, and have issued our report thereon dated August 23, 1996.

We conducted our audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to Glenwood School District No. 401 is the responsibility of the district's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the district's compliance with certain provisions of laws, regulations, contracts, and grants.

We also performed additional tests of compliance with state laws and regulations as required by *Revised Code of Washington* (RCW) 43.09.260. This statute requires the State Auditor to inquire as to whether the district complied with the laws and the *Constitution of the State of Washington*, its own ordinances and orders, and the requirements of the State Auditor's Office. Our responsibility is to examine, on a test basis, evidence about the district's compliance with those requirements and to make a reasonable effort to identify any instances of misfeasance, malfeasance, or nonfeasance in office on the part of any public officer or employee and to report any such instance to the management of the district and to the Attorney General. However, the objective of our audit of the financial statements was not to provide an opinion on overall compliance with these provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of material noncompliance that are required to be reported herein under *Government Auditing Standards*. However, we noted instances of noncompliance immaterial to the financial statements which are identified in the Schedule of Findings accompanying this report.

This report is intended for the information of management and the board of directors and to meet our statutory reporting obligations. This report is a matter of public record and its distribution

is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Brian Sonntag  
State Auditor

August 23, 1996

**GLENWOOD SCHOOL DISTRICT NO. 401**  
**Klickitat County, Washington**  
**September 1, 1993 Through August 31, 1995**

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**Independent Auditor's Report On Internal Control Structure**  
**At The Financial Statement Level**

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Board of Directors  
Glenwood School District No. 401  
Glenwood, Washington

We have audited the financial statements of Glenwood School District No. 401, Klickitat County, Washington, as of and for the fiscal years ended August 31, 1995 and 1994, and have issued our report thereon dated August 23, 1996.

We conducted our audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The management of the district is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with the prescribed basis of accounting. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the financial statements of the district, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The matters involving the internal

control structure and its operation that we consider to be reportable conditions are included in the Schedule of Findings accompanying this report.

A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described in the Schedule of Findings is a material weakness.

This report is intended for the information of management and the board of directors and to meet our statutory reporting obligations. This report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Brian Sonntag  
State Auditor

August 23, 1996

GLENWOOD SCHOOL DISTRICT NO. 401  
Klickitat County, Washington  
September 1, 1993 Through August 31, 1995

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**Schedule Of Findings**

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1. The District Should Improve Controls Over Cash Receipt Handling/Depositing And ASB Fundraising Activities

Our review of the district's accounting for cash receipting disclosed inadequate internal controls and noncompliance with statutory requirements. These concerns were also noted in our prior audit. Specifically, we noted the following weaknesses:

- a. Fund Raisers for ASB Activities: Our review of district fundraising activities disclosed that there were no accounting controls established or records maintained to ensure that all the moneys had been properly received and remitted intact to the central office for dances. In addition, the district maintained a manual tally sheet for athletic events. This record was a piece of paper with marks for every person which attended the event. Prenumbered tickets were not used. The method used by the district does not provide an adequate control over moneys collected at the event.

RCW 43.09.200 states in part:

The accounts shall show . . . all receipts, vouchers, and other documents kept, or required to be kept, necessary to isolate and prove the validity of every transaction . . . .

Without these basic records, there are no assurances that all the moneys collected during the fundraising activities were properly remitted to the central office. Also, these conditions increase the risk that errors and/or irregularities are occurring and not being detected in a timely manner.

- b. Cash Receipt Depositing: Our review of the frequency of district deposits disclosed that money receipted at the district office is often held in excess of one week before being deposited. Although improvements have been made since last audit, 22 percent of deposits tested were not made timely, or within five working days.

RCW 43.09.240 states in part:

Every public officer and employee, whose duty it is to collect or receive payments due or for the use of the public shall deposit such moneys collected or received by him with the treasurer of the taxing district once every twenty-four consecutive hours. The treasurer may in his or her discretion grant an exception where such daily transfers would not be administratively practical or feasible.

By not transmitting collections on a timely basis, the district is not obtaining maximum investment earnings on the money. Also, the district's failure to deposit moneys received in a timely manner results in a risk that errors or irregularities could occur and not be detected in a timely manner.

This condition exists because the district's administrative office is 35 miles from the nearest bank. District personnel stated that they will continue to improve on making more timely deposits of cash receipts.

We recommend that:

- a. The district establish controls over fundraising activity receipting in order to ensure that all moneys have been properly received and remitted intact to the central office. One way to establish these controls is to purchase prenumbered tickets and reconcile accordingly as outlined in the ASB Guidelines established by WASBO.
- b. The district deposit moneys receipted at least once a week in order to comply with statutory requirements.

Auditee's Response

- a. FUND RAISERS FOR ASB ACTIVITIES

*The District will purchase prenumbered tickets which will be used for dance admission and admission to other athletic events. We will have the gate keeper count the monies taken at the event and record that on a cash record which will be turned over to the central office. The central office will verify the cash record and receipt the funds into the appropriate account.*

- b. CASH RECEIPT DEPOSITING

*The District will continue to work on improving the timeliness of our deposits. We strive to deposit each week unless the amounts collected are less than \$200.00. The practice during this period has been to check on the same day each week and either make a deposit or verify the amount collected is less than \$200.00. Sometimes an amount is then receipted within a short period after that verification was done that increases the receipted amounts to the \$200.00 or more. Due to scheduling problems and transportation difficulties, we have not been checking daily to see if the \$200.00 limit has been reached, but making the deposit on that same day the following week. Another complicating factor to our deposit schedule is due to our 35 mile distance from the closest banking facility and inclement weather from November through March making that 35 mile distance even more hazardous for District personnel at risk. We have sometimes sacrificed timely deposits because the road conditions are such that would have put District personnel at risk while traveling. All District monies are kept in a locked safe and in a locked vault for security reasons between deposit periods.*

Auditor's Concluding Remarks

We wish to thank the school officials and staff for their cooperation and response to our recommendations. The district should receive approval from their county treasurer to deviate from depositing every twenty-four hours. We will review the corrective action of the district during our next audit.



**GLENWOOD SCHOOL DISTRICT NO. 401**  
**Klickitat County, Washington**  
**September 1, 1993 Through August 31, 1995**

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**Independent Auditor's Report On Financial Statements**

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Board of Directors  
Glenwood School District No. 401  
Glenwood, Washington

We have audited the accompanying financial statements of Glenwood School District No. 401, Klickitat County, Washington, as of and for the fiscal years ended August 31, 1995 and 1994. These financial statements are the responsibility of the district's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the district prepares its financial statements on the cash basis of accounting prescribed by Washington State statutes and the *Accounting Manual for Public School Districts in the State of Washington*, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and unencumbered cash balances of Glenwood School District No. 401 as of August 31, 1995 and 1994, and the revenues it received and expenditures it paid for the fiscal years then ended, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued a report dated August 23, 1996, on our consideration of the district's internal control structure and a report dated August 23, 1996, on its compliance with laws and regulations.

Brian Sonntag  
State Auditor

August 23, 1996

**GLENWOOD SCHOOL DISTRICT No. 401**  
**Klickitat County, Washington**  
**September 1, 1993 Through August 31, 1995**

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**Independent Auditor's Report On Supplementary Information**  
**Schedule Of Federal Financial Assistance**

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Board of Directors  
Glenwood School District No. 401  
Glenwood, Washington

We have audited the financial statements of Glenwood School District No. 401, Klickitat County, Washington, as of and for the fiscal years ended August 31, 1995 and 1994, and have issued our report thereon dated August 23, 1996. These financial statements are the responsibility of the district's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was made for the purpose of forming an opinion on the financial statements of Glenwood School District No. 401 taken as a whole. The accompanying Schedules of Federal Financial Assistance are presented for purposes of additional analysis and are not a required part of the financial statements. The information in the schedules has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

Brian Sonntag  
State Auditor

August 23, 1996

**GLENWOOD SCHOOL DISTRICT NO. 401**  
**Klickitat County, Washington**  
**September 1, 1993 Through August 31, 1995**

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**Independent Auditor's Report On Compliance With The General Requirements  
Applicable To Federal Financial Assistance Programs**

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Board of Directors  
Glenwood School District No. 401  
Glenwood, Washington

We have audited the financial statements of Glenwood School District No. 401, Klickitat County, Washington, as of and for the fiscal years ended August 31, 1995 and 1994, and have issued our report thereon dated August 23, 1996.

We have applied procedures to test the district's compliance with the following requirements applicable to its federal financial assistance programs, which are identified in the Schedules of Federal Financial Assistance, for the fiscal years ended August 31, 1995 and 1994:

- Political activity
- Civil rights
- Cash management
- Federal financial reports
- Allowable costs/cost principles
- Drug-Free Workplace Act

The following requirements were determined to be not applicable to its federal financial assistance programs:

- Davis-Bacon Act
- Relocation assistance and real property acquisition
- Administrative requirements, including subrecipient monitoring

Our procedures were limited to the applicable procedures described in the Office of Management and Budget's (OMB) *Compliance Supplement for Single Audits of State and Local Governments* or alternative procedures. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the district's compliance with the requirements listed in the preceding paragraph. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the second paragraph of this report. With respect to items not tested, nothing came to our attention that caused us to believe that the district had not complied, in all material respects, with those requirements.

This report is intended for the information of management and the board of directors and to meet our statutory reporting obligations. This report is a matter of public record and its distribution is not

limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Brian Sonntag  
State Auditor

August 23, 1996

**GLENWOOD SCHOOL DISTRICT NO. 401**  
**Klickitat County, Washington**  
**September 1, 1993 Through August 31, 1995**

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**Independent Auditor's Report On Compliance With Specific Requirements**  
**Applicable To Nonmajor Federal Financial Assistance Program Transactions**

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Board of Directors  
Glenwood School District No. 401  
Glenwood, Washington

We have audited the financial statements of Glenwood School District No. 401, Klickitat County, Washington, as of and for the fiscal years ended August 31, 1995 and 1994, and have issued our report thereon dated August 23, 1996.

In connection with our audit of the financial statements of the district and with our consideration of the district's control structure used to administer its federal financial assistance programs, as required by OMB Circular A-128, *Audits of State and Local Governments*, we selected certain transactions applicable to certain nonmajor federal financial assistance programs for the fiscal years ended August 31, 1995 and 1994. As required by OMB Circular A-128, we have performed auditing procedures to test compliance with the requirements governing allowability of the program expenditures and eligibility of the individuals or groups to whom the district provides federal financial assistance that are applicable to those transactions. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the district's compliance with these requirements. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the preceding paragraph. With respect to the items not tested, nothing came to our attention that caused us to believe that Glenwood School District No. 401 had not complied, in all material respects, with those requirements.

This report is intended for the information of management and the board of directors and to meet our statutory reporting obligations. This report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Brian Sonntag  
State Auditor

August 23, 1996

**GLENWOOD SCHOOL DISTRICT NO. 401**  
**Klickitat County, Washington**  
**September 1, 1993 Through August 31, 1995**

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**Independent Auditor's Report On Internal Control Structure Used In  
Administering Federal Financial Assistance Programs**

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Board of Directors  
Glenwood School District No. 401  
Glenwood, Washington

We have audited the financial statements of Glenwood School District No. 401, Klickitat County, Washington, as of and for the fiscal years ended August 31, 1995 and 1994, and have issued our report thereon dated August 23, 1996.

We conducted our audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of OMB Circular A-128, *Audits of State and Local Governments*. Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit, we considered the district's internal control structure in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and to report on the internal control structure in accordance with OMB Circular A-128. This report addresses our consideration of internal control structure policies and procedures relevant to compliance with requirements applicable to federal financial assistance programs. We have addressed internal control structure policies and procedures relevant to our audit of the financial statements in a separate report dated August 23, 1996.

The management of the district is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that:

- Assets are safeguarded against loss from unauthorized use or disposition.
- Transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with the prescribed basis of accounting.
- Federal financial assistance programs are managed in compliance with applicable laws and regulations.

Because of inherent limitations in any internal control structure, errors, irregularities, or instances of noncompliance may nevertheless occur and not be detected. Also, projection of any evaluation of the

structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures used in administering federal financial assistance programs in the following categories:

- **Accounting Controls**
  - General ledger
- **General Requirements**
  - Political activity
  - Civil rights
  - Cash management
  - Federal financial reports
  - Allowable costs/cost principles
  - Drug-Free Workplace Act
- **Specific Requirements**
  - Types of services
  - Eligibility
  - Reporting
- **Claims For Advances And Reimbursements**

For all of the applicable internal control structure categories listed above, we obtained an understanding of the design of relevant policies and procedures and determined whether they have been placed in operation, and we assessed control risk.

The following internal control structure categories were determined to be insignificant to federal financial assistance programs:

- **Accounting Controls**
  - Cash receipts
  - Cash disbursements
  - Receivables
  - Accounts payable
  - Purchasing and receiving
  - Payroll
  - Inventory control
  - Property, plant, and equipment
- **General Requirements**
  - Davis-Bacon Act
  - Relocation assistance and real property acquisition
  - Administrative requirements, including subrecipient monitoring
- **Specific Requirements**
  - Matching, level of effort, earmarking
  - Special requirements
- **Amounts Claimed Or Used For Matching**

During the fiscal year ended August 31, 1995, the district had no major federal financial assistance programs and expended 67 percent of its total federal financial assistance under the following nonmajor federal financial assistance programs: National School Lunch (CFDA 10.555) and Impact Aid (84.041).

We performed tests of controls, as required by OMB Circular A-128, to evaluate the effectiveness of the design and operation of internal control structure policies and procedures that we considered relevant to preventing or detecting material noncompliance with specific requirements, general requirements, and requirements governing claims for advances and reimbursements, and amounts claimed or used for matching that are applicable to the aforementioned nonmajor programs. Our procedures were less in scope than would be necessary to render an opinion on these internal control structures policies and procedures. Accordingly, we do not express such an opinion.

Our consideration of the internal control structure policies and procedures used in administering federal financial assistance would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that noncompliance with laws and regulations that would be material to a federal financial assistance program may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses, as defined above.

This report is intended for the information of management and the board of directors and to meet our statutory reporting obligations. This report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Brian Sonntag  
State Auditor

August 23, 1996



GLENWOOD SCHOOL DISTRICT NO. 401  
Klickitat County, Washington  
September 1, 1993 Through August 31, 1995

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Status Of Prior Findings

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The finding contained in the prior audit report was resolved as follows:

1. The District Should Improve Controls Over Cash Receipting Handling Procedures

Resolution: Not resolved ) see repeat finding.